

Minimum Qualification Specifications
for the Classes:

INSTITUTION FACILITIES SUPERINTENDENT I & II
(INSTITUTION FACILITIES SUPT I & II)

Experience Requirements

Applicants must have had experience of the kind and quality described in the following paragraphs and in the amounts indicated in the table below, or any equivalent combination of training and experience.

Class Title	Maintenance/ Construction Experience (years)	Specialized Experience (years)	Total Exper (years)
Institution Facilities Superintendent I	4	0	4
Institution Facilities Superintendent II	4	1	5*

Maintenance/Construction Experience: General building construction and/or maintenance work experience which included substantial responsibility for planning and directing operations; timing and scheduling work; maintaining specified standards as to the quality of materials used and work performed; interpreting plans, drawings and specifications; property control; and effecting proper observance of safety measures appropriate to construction or maintenance projects.

The experience must have demonstrated: 1) knowledge of practices, methods, techniques, materials, costs, equipment and tools used on construction and maintenance projects; 2) ability to either manage and direct the execution of such projects, or monitor and ensure work performed by contractors is performed in accordance with project specifications; and 3) ability to read, comprehend and apply written directions.

Specialized Experience: Maintenance/Construction Experience as described above in an institutional, public works, plant maintenance or other related program which demonstrated knowledge of effective inspection and maintenance methods, techniques and principles of utility systems, i.e., power, sewage disposal, refrigeration, laundry, etc.

*Applicants for the II level must possess administrative aptitude. This requirement will be considered to be met when there is strong affirmative evidence of

the necessary administrative abilities. Such evidence may be in the form of success in regular or special assignments or projects which involve administrative problems; e.g., planning, organizing and directing a program providing administrative advice and assistance; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of managerial problems and the ability to solve them; completion of educational or training courses in management accompanied by the application of principles, which were learned, to work assignments; management's observation and favorable evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed

1. A bachelor's degree in engineering from an accredited college or university may be substituted for three (3) years of Maintenance/Construction Experience.
2. Excess Specialized Experience of the type and quality described above may be substituted for Maintenance/Construction Experience on a year-for-year basis.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests


Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes INSTITUTION FACILITIES SUPERINTENDENT I & II, which were approved on November 16, 1982.

DATE APPROVED: 6/28/2013



for BARBARA A. KRIEG, Director
Department of Human Resources Development